

SP013 Workplace Safety

Policy Type: Administrative/Operations
Responsible Administrator: Kim Case,
Executive Director
Responsible Office: Space and Facilities Mgt

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Training Required: No
LCME Required: No

Approved by:



Marc J Kahn, MD, Dean

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Definitions

N/A

Statement of Purpose

To maintain a safe workplace, and comply with applicable laws regarding safety in the workplace. The Kirk Kerkorian School of Medicine at UNLV (KSOM) is committed to providing a safe work environment by ensuring that safety programs are followed, removing safety and/or health risks, and promoting safe work practice. Employees, students and visitors are encouraged to report safety hazards without fear of reprisal.

Entities Affected By This Policy

All KSOM faculty, staff, students, residents, volunteers, visitors, and vendors/independent contractors.

Required Acknowledgement

All KSOM students, residents, faculty and staff, as well as any other individuals who will be regularly utilizing KSOM facilities (e.g. volunteers, vendors/ independent contractors, and affiliated students/residents who are participating on rotation).

Policy

Individuals affected by this policy are required to review this policy and demonstrate safe practices to avoid an incident, injury or illness in the work place. Risk Management may perform periodic inspections or as requested by the department, however, it is the responsibility of the employee to use/wear protective equipment as related to his/her occupational conditions, complete University training as a measure to prevent injury or illness and report incidents to their supervisor.

For Hazard ID, Analysis and Control

Step 1: Identification

The methods used for identifying hazards include site audits, inspections, employee notifications, accident investigations and outside agency reports.

Step 2: Analysis

The tools used to analyze hazards depend on the nature and location of the hazard and will include, but are not limited to, the following: job hazard analysis, environmental sampling, accident/incident summaries, inspection reports and database analysis of findings.

Step 3: Control

Once hazards have been identified and analyzed, appropriate use of elimination, substitution, engineering controls, administrative controls and personal protective equipment will be recommended to eliminate hazards. Risk Management Services (RMS) will offer recommendations in the reports it generates and perform a follow up visit.

Training

RMS uses a web-based safety training management system. All employees, student-workers, students, and volunteers are required to attend classroom and/or online training. Training attendance is recorded and available for review by the individual and his or her supervisor.

RMS collaborates with various department heads to determine which training is required based on the department, job title, or individual. This is referred to as a training needs assessment. Key areas to identify are job classifications that requires training prior to "initial assignment."

RMS will flag people who may need training such as asbestos awareness or blood borne pathogens (BBP) before they are expected to perform their duties. The training is based on current regulations, Kirk Kerkorian School of Medicine at UNLV (KSOM) policies and procedures, and best practices. Each person will receive on-the-job training specific to his or her area when reporting to work.

Accident Investigation and Corrective Action

Step 1: Investigation

RMS conducts investigations in response to accidents, injuries, and work-related illnesses that are reported using the forms (see below) or other methods of notifications, such as telephone calls from UNLV's Police Services Department or the KSOM Help Desk.

- Notice of Injury or Occupational Disease (Form C1)
- Supervisor's Injury/Illness/Incident Report
- Claim for Compensation/Report of Initial Treatment (Form C4)

Step 2: Post-Accident Review

Post-accident reviews are used to examine the cause of workplace accidents and increase employee/departmental awareness. The employee and their supervisor will be notified if it is necessary to conduct a post-accident review. The following types of accidents are subject to review:

1. Any accident with significant injury potential
2. Any accident that results in a significant injury
3. Any accident or injury resulting from a safety procedure violation
4. Two or more claims filed within twelve months
5. Any claim filed within six months of employment

6. Back injuries resulting from improper lifting

Step 3: Corrective Action

At the end of the investigation, RMS will make corrective action recommendations to pertinent departments. RMS will also follow-up to ensure that corrective actions have been implemented.

Enforcement (Compliance)

The employee's department will take action, when deemed appropriate, for any employee violating safety rules and/or standards. Employees shall be subject to disciplinary action up to and including dismissal.

Safety Committees

Safety committees will meet on a regular basis to discuss safety related issues and areas of concern. Departments with established safety committees will identify representatives who will represent the department's various areas of responsibility.

Other Requirements

RMS will develop procedures for programs as required by federal, state, and local regulations. Once developed, the departments will implement the procedures. The day-to-day responsibility of complying with these programs rests with those who supervise employees and the employees themselves.

Related Documents

Form C-1	Notice of Injury or Occupational Disease
Form D-2	Information for Employee (regarding rights and benefits relating to worker's compensation)
Form C-4	Employee's Claim for Compensation / Report of Initial Treatment <i>Provided by the Physician. Form is available for references only.</i>
Supervisor's Report	Supervisor's Injury / Illness / Incident Report

Contacts

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Important resources and contacts for information and support involving workplace safety:

UNLV Risk Management & Safety
702-895-4226

UNLV Police Services
702-895-3669